

NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-530T OPENING DATE: 25-Oct-18 CLOSING DATE: 16-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Director of Inspections, GS-1801-12, O-1/ 2 Lt - O-4/Maj, MPCN: 0106276534

APPOINTMENT FACTORS: OFFICER ☒ WARRANT OFFICER ☐ ENLISTED ☐

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$75,741.00-\$98,464.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

162nd Wing, Tucson Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (162nd WG) and be able to qualify for the following AFSC: 87I

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of a wide range of inspection principles, concepts, and practices in order to recognize and resolve discrepancies and modify established approaches, methods, or procedures to improve data gathering and analysis techniques.
2. Knowledge of pertinent laws, regulations, policies, and precedents which affect the use of program and related support resources for the wing, and of the mission, capabilities, organizations and operations of the Inspector General.
3. Ability to adapt precedents or existing strategies to meet unusual needs, special demands, and determine feasible solutions to meet mission requirements.
4. Knowledge of the wing mission, its strategic value and capability, challenges to its success and an understanding of the units that make the mission successful.
5. Ability to plan, organize work, and manage multiple taskings.

SPECIALIZED EXPERIENCE: Must possess at least **36** months experience, training or education, with expert knowledge of all applicable Inspector General Program, Air Force Inspection System (AFIS), Commander's Inspection Program (CCIP), Inspector General Evaluations Management System (IGEMS), or Management Internal Control Toolset (MICT) principles and practices related to federal civilian, military, and National Guard, operational, administrative and technical programs. Must have program planning and execution experience supported by software data systems. Ability to conduct inspections and assessments to ensure compliance with DOD and USAF policies, practices, and regulations. Experienced in providing policy, guidance, oversight, and directions for the inspection programs; Fraud, Waste, and Abuse; strategic plans and programs; and the CCIP. Ability to develop risk-based sampling strategies and annual inspection plan focusing on the Wing Commander's priorities. Able to provide data analysis through multiple inspector general and Windows based computerized programs including IGEMS, MICT, Excel, Word and Powerpoint. Must collate data and provide analysis for quarterly Commander's Inspection Management Board. Experienced and skilled in writing standardized operating procedures and inspector guidance for Wing Inspector General programs, including WIT guides. Experienced in interpreting and developing inspection policies, procedures and applicable Memorandums of Understanding or Memorandums of Agreement with host or tenant organizations, if applicable, as well as state, city, and/or county agencies in order to adequately evaluate the National Guard's overall mission readiness. Experienced in performing supervisory duties, directing administrative and technical activities, and giving operational direction toward broad and long-range strategic plans or new programs. Experienced in developing, interpreting, and implementing the Air Force Inspection System. Ability to design, plan, staff and execute Wing-level exercises. Liaises between IG, Wing and external agencies. Competent in providing official/regulatory guidance interpretation. Experienced in identifying

potentially controversial findings, issues, or problems with widespread impacts. Responsible for inspection team development and composition. Must be able to develop professional training and deliver for purpose of qualification of members for WIT duty. Must accomplish written analyses, projects, evaluations, or reports across range of inspections program. Competent in providing recommendations on organizational goals, guidelines, and effectiveness to achieve intended objectives. Experienced in using judgment, initiative, and resourcefulness to deviate from established methods to modify, adapt, and/or refine broader guidelines to resolve specific complex or intricate issues and problems. Experienced in working programs or processes simultaneously that are varied and unrelated such as, Fraud, Waste, and Abuse investigations and exercise planning and evaluation. Able to identify primary sources of concern, issues, problems, complaints, or concepts that may not be readily apparent through direct observation and analysis such as, projected missions and program functions. Experienced in developing and publishing measurements of effectiveness, improvements, and efficiencies. Confident in making leadership decisions to include assessments of unusual circumstances or variations in the data supplied by the users or incomplete or conflicting data metrics. Experienced reviewing completed work that involved cross-checking, analyzing, and interpreting relevant information. Experienced and competent in revising data collection methods or developing new approaches to analyze and evaluate data. Experience in reflecting inspection results in written reports and conveying findings to senior leaders or the Adjutants General. Work experience in identifying and developing ways to resolve problems, and providing realistic data for leadership to improve planning and operational aspects of guard missions.

BRIEF JOB DESCRIPTION: This position is located at the 162d Wing (Tucson, AZ), in the Air National Guard (ANG) Wing Inspector General (IG) Office. This is an ANG Dual Status technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to serve as the focal point for interpreting, developing, and implementing Air Force inspection policy and wing-level long-range strategic plans guided by the Commanders Inspection Program (CCIP). Position serves as the Wing Inspection Team (WIT) Chief and oversees management of WIT members inspecting on behalf of the ARW/IG and AMC/IG. Provides direction and oversight of internal and external inspections, audits, evaluations, reviews, exercises, and analyses to determine unit effectiveness and efficiency. Trains and develops personnel identified to the Inspector General as subject matter experts for inclusion on the WIT. Ensures operational, contingency, and mobilization plans adhere to policy and direct the effective use of wing resources. Supervises, plans, and schedules work in a manner that promotes a smooth flow and even distribution. Balances workload and provides advice, guidance, and direction on a wide range of policy, investigative, inspection/exercise, strategic planning, and administrative issues. Structures assignments to create effective and economical positions. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and work efficiencies. The organizational

SELECTING OFFICIAL: Lt Col Christine Rhodes
